

Note: The following example policy contains workers' compensation procedures, and OSHA recordkeeping requirements. It also contains **best practices** that can be modified or deleted to the policy as deemed appropriate. Refer to the NCIC website <http://www.ic.nc.gov/> for information on workers' compensation.

Recordkeeping and Reporting

(29 CFR 1904, 29 CFR 1910.1020)

Injuries and Illnesses Reporting

Employees are required to report any injury or work-related illness to their immediate supervisor regardless of how serious. Minor injuries such as cuts and scrapes will be entered on the first aid log. The employee will use an "Employee's Incident Report" form (or Workers' Compensation Form 18) to report more serious/compensable injuries.

The supervisor will:

- Investigate all injuries and illnesses in their work area, including serious first-aid cases and near miss incidents. Complete an "Incident Investigation Report" form and "Supervisor's Incident Investigation" form immediately following the incident.
- Provide all incident investigation report forms to the safety and health manager/company medical professional or HR/personnel office within three days of the incident.

The safety and health manager/company medical professional/HR or personnel manager will:

- Determine from the Employee's Incident Report form, Incident Investigation Report form and any claim form associated with the incident whether it must be recorded on the OSHA 300 Injury and Illness Log and Summary according to the instructions for that form. (The N.C. Industrial Commission Form 19 may be used in lieu of OSHA Form 301.)
- Enter any recordable incident within seven calendar days after becoming aware of the injury/illness/fatality.
- If the injury is not recorded on the OSHA log, add it to the first aid log, which is used to record non-OSHA recordable injuries and near misses.
- The employer may need to fill out and file a Workers' Compensation Form 19, "Employer's Report of Employee's Injury," with the Industrial Commission within five days of learning of an injury or allegation. If a Form 19 is filed with the Industrial Commission, the employer must provide a copy of the Form 19 to the employee, together with a blank Form 18, "Notice of Accident to Employer and Claim of Employee," for use by the employee. (<http://www.ic.nc.gov/>)

A signed copy of the OSHA log summary (OSHA Form 300A) for the previous year must be posted on the safety bulletin board from Feb. 1 through April 30. The log must be kept on file for at least five years. Any employee can view an OSHA log upon request at any time during the year.

Employee Access to Medical and Exposure Records

Whenever an employee or designated representative requests access to a record, we must ensure that access is provided in a reasonable time, place, and manner. If we cannot reasonably provide access to the record within 15 working days, we will apprise the employee or designated representative requesting the record of the reason for the delay and the earliest date when the record can be made available.

The medical record for each employee will be preserved and maintained for at least the duration of employment plus 30 years.

First aid records (not including medical histories) of one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and the like that do not involve medical treatment, loss of consciousness, restriction of work or motion, or transfer to another job, if made on-site by a nonphysician and if maintained separately from the employer's medical program and its records and the medical records of employees who have worked for less than one year for the employer need not be retained beyond the term of employment if they are provided to the employee upon the termination of employment.